

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Dissolve Business Account

Dear [Bank Manager's Name or Customer Service],

I am writing to formally request the dissolution of our business account held at [Bank Name], with the account number [Account Number].

Please consider this account closed as of [Desired Closure Date]. I would appreciate it if you could provide a final statement reflecting the account balance and confirm that all transactions have been completed.

Kindly send any remaining funds from the account to the address listed above or provide instructions on how to handle the final funds.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Business Address]